

CORPORATION

MINUTES OF MEETING HELD ON TUESDAY, 12 DECEMBER 2017

AT BISHOP BURTON COLLEGE AT 7:15 PM

PRESENT: Ms J Richmond (Chair); Ms F Owen (Vice-Chair); Mr B Meredith (Acting Principal); Ms R Dunn; Mr D Drury; Ms L Eales; Mr R Ellison; Mr N Franklin; Mr A Menzies; Mr R Rook; Mr D Turner; Mr A Ward

IN ATTENDANCE: Dr M Honeywell (Clerk); Mr S Kelly (Finance Director)

17.23 APOLOGIES FOR ABSENCE

There were none.

17.24 DECLARATIONS OF INTEREST

Mr N Franklin declared that he is a partner at Rollits LLP, who are engaged by the College to advise on various matters. However, Mr Franklin does not work on any matters relating to the College.

17.25 AUDIT COMMITTEE BUSINESS

The Chair reported that Audit Committee business would be dealt with as the first item on the agenda.

(i) To receive and consider the minutes of the Audit Committee Meeting held on 30 November 2017

The Audit Committee Chair took the Members through the minutes of the previous meeting, noting that the main items of business related to the Financial Statements and Regularity Audit.

(ii) To consider and approve on the recommendation of the Audit Committee the Regularity Audit Self-Assessment Questionnaire

The Audit Committee Chair reported that the Chair would need to sign the Questionnaire on behalf of Corporation. The Questionnaire is used by the external auditors in order to carry out the Regularity Audit. The Audit Committee Chair confirmed that the Committee had agreed on the recommendation of RSM that the Questionnaire be approved "subject to the findings of the investigator's report".

The Regularity Audit Self-Assessment Questionnaire was **APPROVED** on the recommendation of the Audit Committee subject to the findings of the investigation report.

Proposed: Mr A Menzies

Seconded: Mr R Rook

(iii) To consider and approve on the recommendation of the Audit Committee the Members' Report and Financial Statements, including the Regularity Audit Report for 2016/17

The Audit Committee Chair took the Members through the Members' Report and Financial Statements including the Regularity Audit Report for 2016/2017, noting in particular that the pensions adjustment of £600,000 in the last financial year meant that the overall surplus was reduced to £337,000. The external auditor had been complimentary about the work of the finance team at the College and the reports were clean. The Audit Committee Chair also took the Members through the subsidiary company accounts, noting that they were all clean.

The Audit Committee Chair reported that at the confidential meeting that had preceded the main Corporation meeting, Eversheds had advised that the regularity statement may need to be qualified and provided alternative wording. It was therefore recommended that the Members' Report and Financial Statements should be approved subject to any qualification that would be required following the findings of the investigation report.

The Members' Report and Financial Statements, including the Regularity Audit Report for 2016/17, were **APPROVED** on the recommendation of the Audit Committee, subject to the findings of the investigation report.

Proposed: Mr N Franklin

Seconded: Mr A Menzies

(iv) To consider and approve on the recommendation of the Audit Committee the Management Letter on Financial Statements for 2016/17, including the Final Regularity Audit

The Audit Committee Chair took the Members through the Management Letter on Financial Statements, including the Final Regularity Audit. The report itself had not highlighted any significant issues but the Audit Committee Chair and the Chair of Corporation would speak to RSM following this meeting to clarify whether any changes needed to be made as a result of the investigation report.

The Management Letter on Financial Statements for 2016/17, including the Final Regularity Audit, were **APPROVED** subject to the findings of the investigation report.

Proposed: Ms R Dunn

Seconded: Mr A Ward

(v) To consider and approve on the recommendation of the Audit Committee the annual Audit Committee report for 2016/2017

The Audit Committee Chair took the Members through the report noting that this was a summary of the activities of the Audit Committee throughout the year.

The annual Audit Committee report for 2016/17 was **APPROVED** on the recommendation of the Audit Committee.

Proposed: Mr R Ellison

Seconded: Mr R Rook

(vi) To consider and approve on the recommendation of the Audit Committee the College risk management annual report for 2016/2017

The Audit Committee Chair took the Members through the report.

The College risk management annual report for 2016/2017 was **APPROVED** on the recommendation of the Audit Committee.

Proposed: Mr N Franklin

Seconded: Mr A Ward

17.26 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were **AGREED** as an accurate record and were signed by the Chair.

Proposed: Mr R Ellison

Seconded: Mr A Menzies

17.27 ANY OTHER MATTERS ARISING FROM THE MINUTES

The Clerk noted that a section of the confidential minutes from the meeting of 26 September 2017 had been queried. Revised wording had been added after discussion with the Chair of that part of the meeting and revised minutes had been tabled to the meeting.

The Members **AGREED** that the revised minutes for 26 September 2017 provided an accurate record and these were signed by the Chair.

At this point Mr R Ellison and Mr D Turner left the meeting.

17.28 THE PRINCIPAL'S REPORT – DECEMBER 2017

The Members **RESOLVED** that the Principal's Report should be considered confidential.

Proposed: Ms R Dunn

Seconded: Mr R Rook

(i) To receive and consider the Principal's Report

The Acting Principal took the Members through his report which was considered by the Members. It was also noted that the HE graduation had been moved from July to October to better meet the needs of HE students.

The Principal's Report was **RECEIVED**.

(ii) To consider and approve the Strategic Objectives and Key Performance Indicators for 2017/18

The Acting Principal took the Members through the Strategic Objectives and Key Performance Indicators which were considered by the Members.

The Strategic Objectives and Key Performance Indicators for 2017/2018 were **APPROVED**.

Proposed: Mr A Menzies

Seconded: Ms J Richmond

(iii) To consider and approve the proposal for Bishop Burton College to subscribe to the Landex

The Acting Principal asked the Members for approval to rejoin Landex, noting that costs for the College in rejoining would be somewhat offset by a rebate on AoC membership. The Members discussed the proposal and were supportive.

The proposal to rejoin Landex was **APPROVED**.

Proposed: Mr A Ward

Seconded: Mr D Drury

17.29 FINANCIAL MANAGEMENT REPORTS

The Members **RESOLVED** that the Financial Management Reports should be considered confidential.

Proposed: Ms J Richmond

Seconded: Mr N Franklin

(i) To receive and consider the management accounts to 31 October 2017

The Finance Director took the Members through the management accounts to 31 October 2017 and these were considered by the Members.

The management accounts to 31 October 2017 were **RECEIVED**.

(ii) To receive and consider the Report on Debtors

The Finance Director took the Members through the report on debtors, noting that increasing student debt was due to timing and the Finance Director expected this to return to normal levels in his next report.

The Report on Debtors was **RECEIVED**.

17.30 COLLEGE PERFORMANCE

(i) To receive and consider the Quality Improvement Plan approved by QIC

The Acting Principal took the Members through the Quality Improvement Plan which was considered by the Members.

The Quality Improvement Plan approved by QIC was **RECEIVED**.

(ii) To consider and approve the College Self-Assessment Report for 2016/17

The Acting Principal took the Members through the College Self-Assessment Report which was considered by the Members.

The Member **APPROVED** the College Self-Assessment Report for 2016/17.

Proposed: Mr D Drury

Seconded: Mr A Menzies

(iii) To receive for information the final version of the HE Self-Evaluation Document

The Clerk noted that the HE Self-Evaluation Document had been discussed at the last meeting and the final version, which had been signed by the Chair, was tabled to the meeting for information.

The HE Self-Evaluation Document was **RECEIVED**.

(iv) To receive and consider a verbal report by the Acting Principal on plans to improve the National Student Survey results

The Acting Principal took the Members through the report, noting that there had been some improvement in the interim results for this year. The Acting Principal noted that the removal of the £125 campus fee had been welcomed by many students who brought this up as an issue on the student survey. The Members asked the Finance Director to keep an eye on the financial impact of the removal of the fee. The Vice Chair asked if this issue could be referred to the Senior Leadership Team to come up with a proposal for the implications of removing the fee in-year. The Finance Director said that the removal of the fee will be incorporated in the mid-year budget review, which will be brought to the Members at the next meeting of Corporation.

The report on plans to improve the National Student Survey results was **RECEIVED**.

17.31 GOVERNANCE AND SEARCH COMMITTEE

(i) To receive and consider a verbal update on the Governance and Search Committee meeting held on 12 December 2017

The Chair reported that a meeting of the Governance and Search Committee had been held in advance of the Corporation meeting. There have been six expressions of interest in the role of Governor, the outcomes being that four will be invited to be interviewed by a panel appointed by the Governance and Search Committee; one application will not be taken any further and one new applicant will be invited to the College for a tour. The Chair noted that recruitment for the roles of Chair and Vice-Chair for the Corporation would be added to the agenda for the next meeting of Corporation in February. **Action:** Clerk

The succession planning policy and recruitment strategy were approved at the meeting. A Governor Record Card was also being developed and Members will be receiving more information about this from the Clerk in due course. An induction program has been approved and the Clerk will be circulating dates for the proposed Governor Away Day and training day. **Action:** Clerk

Plans for the Governor's Dashboard will be taken forward to a meeting of the Task and Finish Group to be arranged at the College to look at the current systems. The Clerk will arrange a meeting with the Members and Paul Brown. **Action:** Clerk

17.32 GOVERNANCE

(i) To consider and approve the Corporation Annual Report for 2016/17

The Clerk took the Members through the report, noting that it was a report of the activities of the Corporation over the year and a consideration of the Members' performance against the KPIs at appendix 3. The report was considered by the Members.

The Members **APPROVED** the Corporation Annual Report for 2016/17.

Proposed: Mr A Ward

Seconded: Ms R Dunn

(ii) To consider and approve the revised Governor Link Programme

The Members discussed the proposed programme and the Vice-Chair noted that Mr R Ellison had not been allocated a link member of staff whereas the Vice-Chair had four. It was agreed that the Vice-Chair would liaise with Mr Ellison and reallocate one or more of the roles. Subject to this conversation happening, the programme is approved.

The Governor Link Programme was **APPROVED**.

Proposed: Mr A Menzies

Seconded: Mr N Franklin

(iii) To consider and approve a date for the Governor away day

As previously noted, the Clerk would be circulating proposed dates for the Governor Away Day and training day.

(iv) To receive and consider a Governor Link Report

Mr N Franklin took the Members through the report which was considered by the Members.

The Governor Link Report was **RECEIVED**.

17.33 ANY OTHER URGENT BUSINESS

There was none.

17.34 DATE OF NEXT MEETING

The date of the next meeting of Corporation will be at 5:30pm on Tuesday 6 February 2018.

17.35 CONFIDENTIAL ITEMS

The confidential items were noted in separate confidential minutes.

There being no further business the meeting terminated at 8pm.

Signed: Chair.....

Name.....

Date.....